

Job Description: ADMINISTRATIVE & EVENTS COORDINATOR

HOURS: Full Time, 12-month position, general office hours M-F from 8:30am - 5:30pm with flexibility to adjust hours to support events.

ACCOUNTABILITY: This non-exempt position is an administrative support and coordination position and reports to the Head of School.

PURPOSE: To foster a positive, welcoming, and caring culture in the school office and to support the Head of School with administrative and event coordination duties.

REGULAR DUTIES:

1. Inspires enthusiasm to be at the office and gather as a team to serve as a team
2. Enjoys caring for the space and providing logistics support by showing the CCS values and in an energetic way as their contribution to the CCS vision and mission
3. Recognizes that our team spends more waking hours working than anything else, and acts to support their productivity, collaboration, learning, and growth by ensuring our environment and our events run smoothly and support the well being of the team
4. Ability to multi-task who is able to wear many hats and follow through on various deliverables; this person values and is excited by details and kinesthetic tasks
5. Ensure a comfortable and well-running office & meeting environment to support the work of all ministry staff and volunteers to promote a healthy office, school, and team culture
6. Serve as a welcoming first point of contact for event vendors, volunteers, staff area leads, and visitors on the phone, via email, or in our office; assist guests as needed, responding to inquiries or concerns and referring to other people or resources as appropriate
7. Provide administrative and logistical support to ensure the smooth operations of our offices and other environments where we meet or gather
8. Process incoming mail and packages; maintain inventory and order office supplies
9. Coordinate office technology needs and troubleshoot with staff and members to maintain functionality and access
10. Maintain organized and user-friendly systems to support an efficient office (e.g. restocking office supplies; visitor check-in, etc.); attend to the physical environment to ensure welcoming & comfortable space (look, tone, feel, ambience, aesthetics, etc.)
11. Support the core functions of the Head of School and advancement programs for the school, including logistics, financial processes and office management
12. Provide administrative support to other directors/teams when an assistant or coordinator is out
13. Coordinate staff celebration and appreciation events and gestures
14. Help create events that reflect and support our ministries' values and vision through an unwavering attention to the details
15. Coordinate logistics, vendors, and venue (including site relationships & technology needs) for events and partner with our Facilities team when appropriate
16. Create event work plans and other documents to provide clarity, transparency, and efficiency for event teams
17. Provide collaborative support to event teams and leaders and ensure tasks are completed in a timely manner
18. Help drive organizational goals forward through project support as needed
19. Execute special projects delegated by ministry leaders/boards that support the growth of our ministries

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<https://www.coastlinechristian.org/employment>
or contact Human Resources at HROffice@bacbc.org**

20. Ensure the success of assigned projects through strong project management, facilitation, communication, and administrative and logistics support

PERIODIC DUTIES:

1. Assist with subbing in the classroom or recess monitoring duties
2. Assist with Summer School administrative duties
3. Assist with special events and projects: picture day, parent/teacher conferences, ordering curriculum, spelling bee, etc.
4. Assist with school-wide functions as needed: Orientation/Back to School Nights, Open House, cross ministries fundraisers and events, Picture Day/Yearbook projects, etc.

OCCASIONAL/IRREGULAR DUTIES:

1. Purchase supplies and help with inventory
2. Other job duties as assigned

QUALIFICATIONS:

1. 2+ years of administrative and/or office coordination and/or logistics experience in a full time role or meaningful internships
2. Knowledge of general office professionalism and procedures
3. Customer Service experience
4. Detail-oriented, with excellent administrative, communications, organizational skills,
5. Experience with data entry and maintaining digital and hard-copy filing systems
6. Experience developing efficient processes that allow for the successful functioning of day-to-day operations and/or events
7. Ability to work independently and with discretion and discernment in decision-making related to administrative matters
8. Comfortable multi-tasker who thrives in a mission-driven work environment
9. Excellent computer skills with MS Office and Google Suite
10. Familiarity with Mac operating systems
11. Ability to operate office equipment (copier, computer)
12. Strong verbal and written English communication skills
13. Proficient in proofreading, spelling, grammar, punctuation, and math
14. Evangelical Christian commitment and lifestyle consistent with BACBC's Articles of Faith

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